

United States Department of Agriculture



Natural Resources Conservation Service
75 High Street, Room 301
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August 30, 2006

WEST VIRGINIA BULLETIN NO: WV330-6-9

SUBJECT: MGT-Master Calendar

Purpose: To request update information for the West Virginia Master Calendar

Expiration Date: September 30, 2006

The WV Master Calendar is now a shared calendar in Outlook for all employees to view. This calendar will be updated daily, weekly and/or monthly as the editors add information. I recommend that you use the attached instruction sheet **To open a shared Calendar in Outlook** so you can view the calendar as often as necessary to stay current with events. The State Office will no longer send this calendar out quarterly. As you view the calendar you will notice that Operations and Programs have entered recurring items to remind them of meetings, teleconferences, when to write and post bulletins, schedule training and other items.

I am requesting that each of you schedule staff meetings to review your schedules, and post events, recurring bulletins and any needed items to the Master Calendar. All Principal Staff, ASTC-FOs and their clerical support person have editing capabilities. I am requesting that each of you maintain this calendar to assist all of us in being more effective and efficient with our time and resources.

If you have any questions or need additional information, please contact Bill O'Donnell, ASTC-O, at 304-284-7543 or if you need additional assistance in opening or editing the shared calendar, contact Diana Doerr, AOA at (304) 284-4245.

/s/

RONALD L. HILLIARD
State Conservationist

DIST: E

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To Open a Shared Calendar in Outlook

1. Open Outlook and select Calendar
2. On left side of screen select *Open a Shared Calendar*
3. This opens a screen to select a Name.
 - Click on Name
 - On the right side click on the down arrow and select WV and locate Diana Doerr (make sure Diana Doerr is highlighted) and select OK.
4. Diana Doerr will appear in the box - now select OK.
5. On the left side, under other calendars, you should have a listing for Diana-Morgantown. Click on this calendar to display the WV Master Calendar. ***Unclick all other calendars or you will have multiple calendars displayed.***

This calendar will be updated as events, meeting, training and etc. are reported.